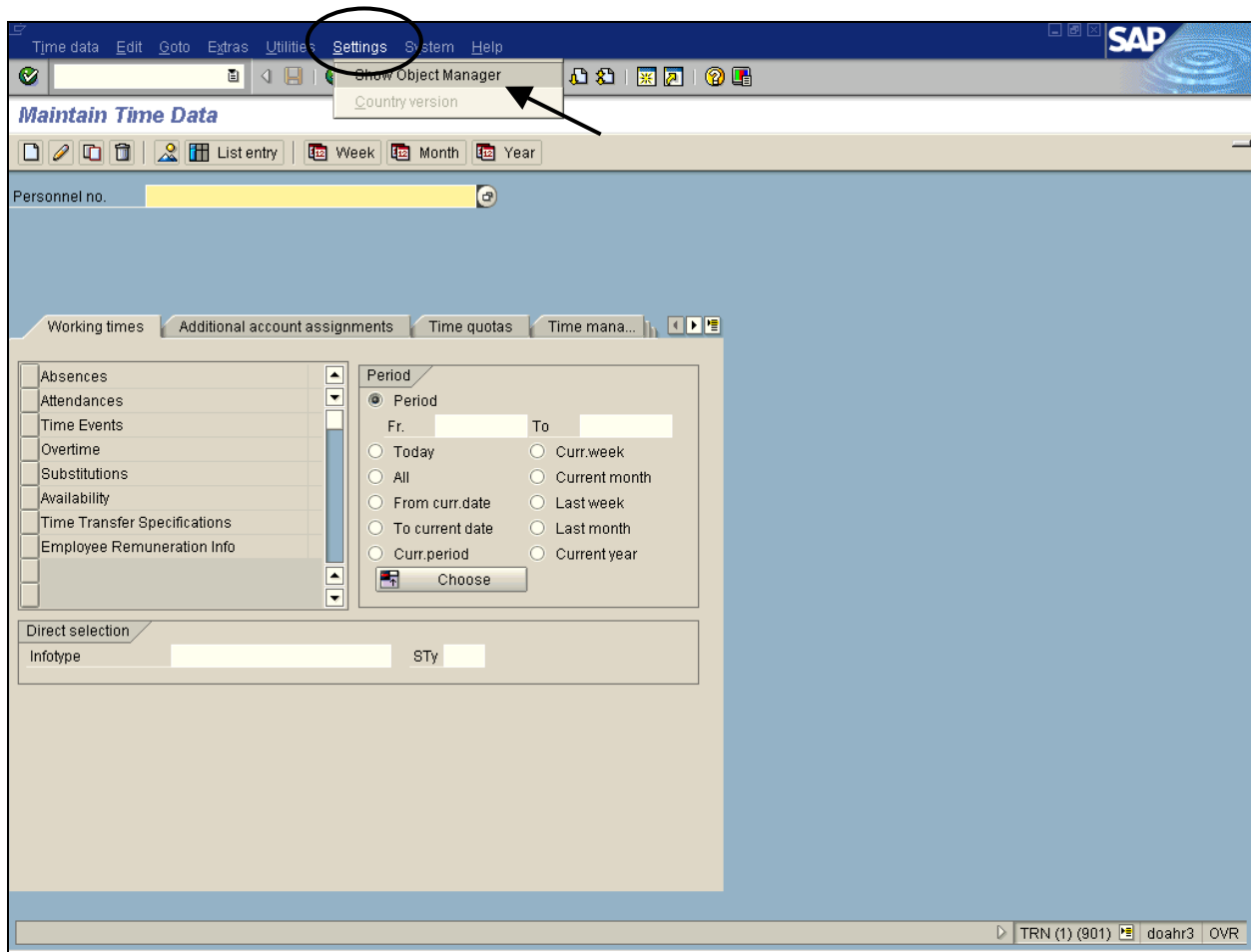
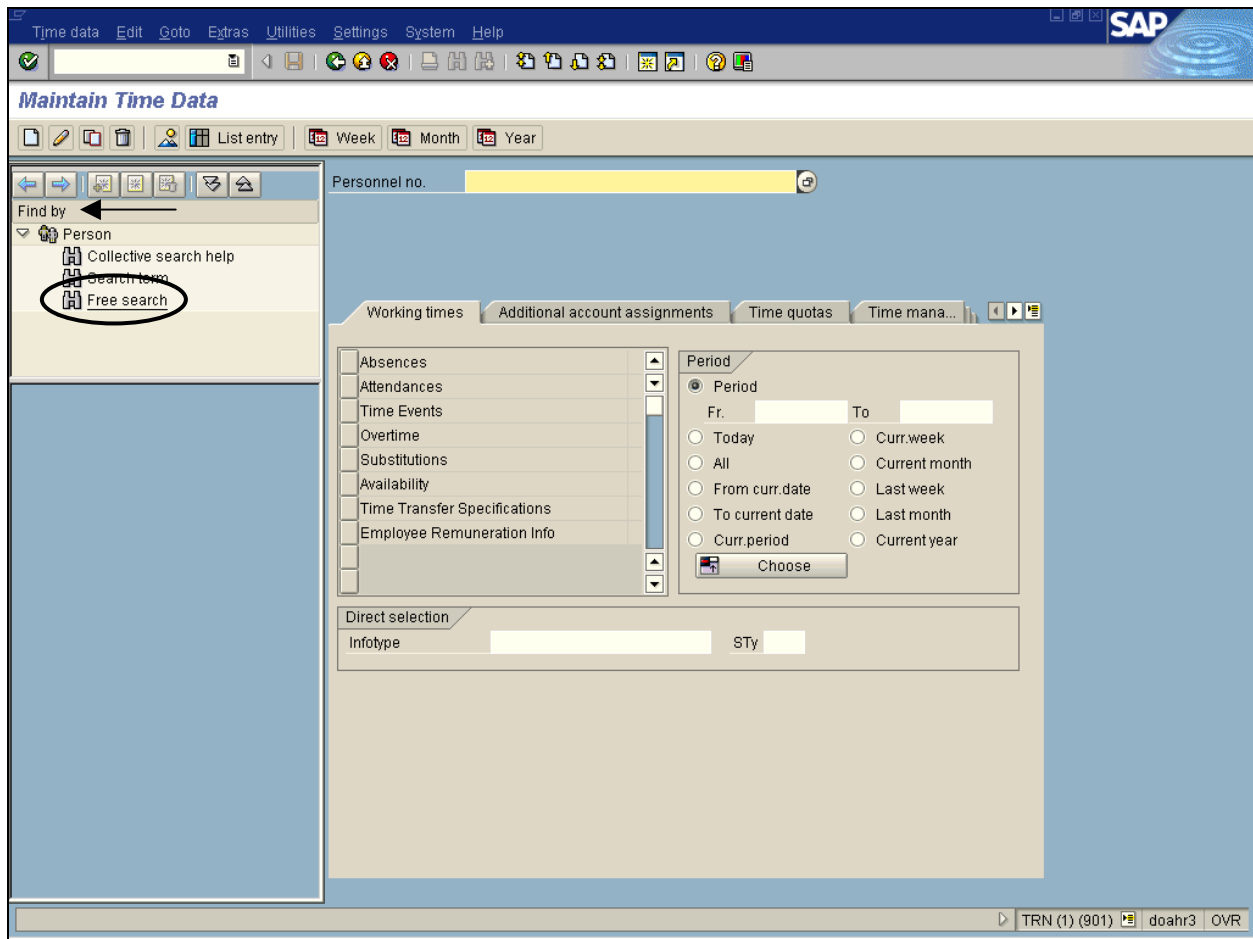


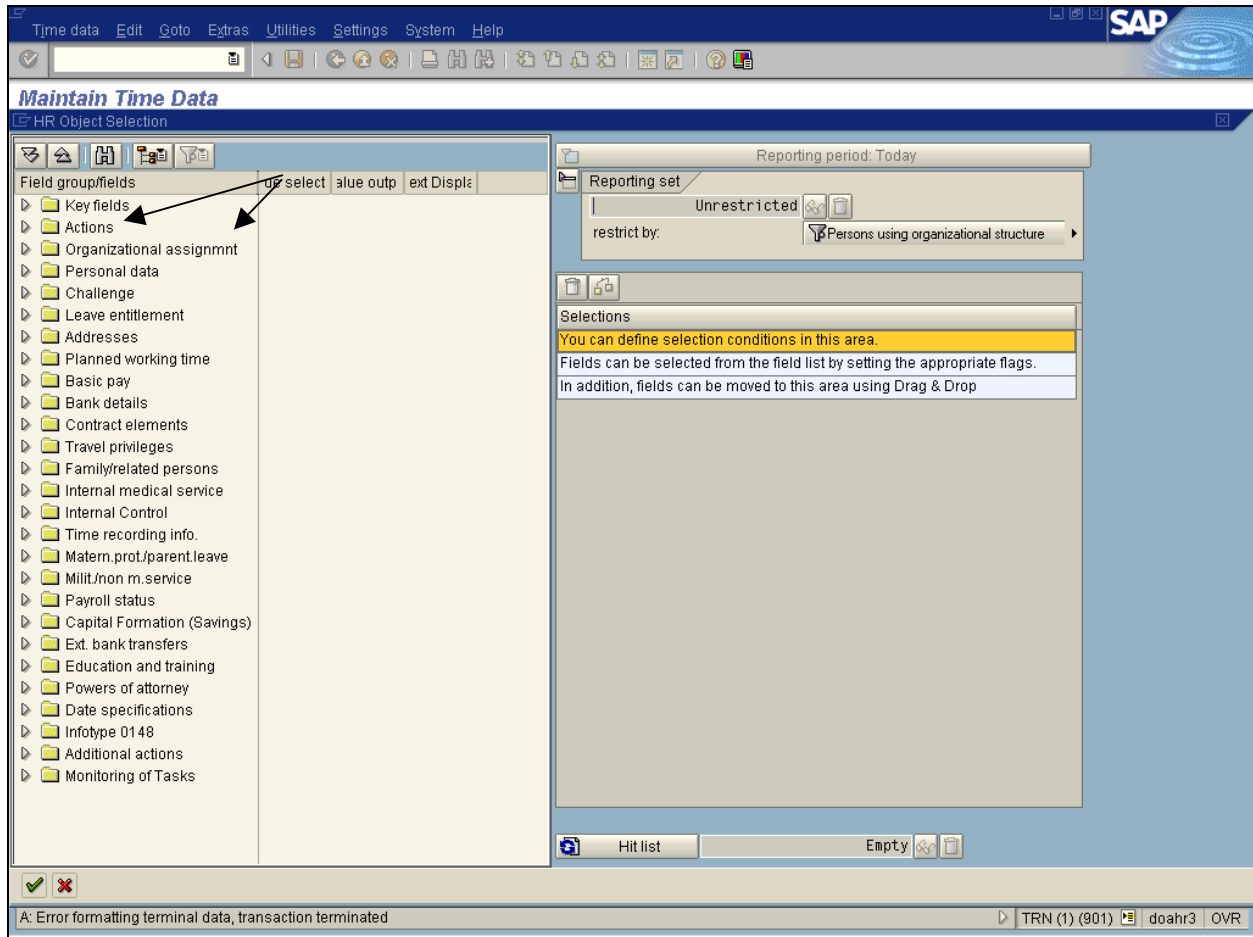
# Using Object Manager Free Search




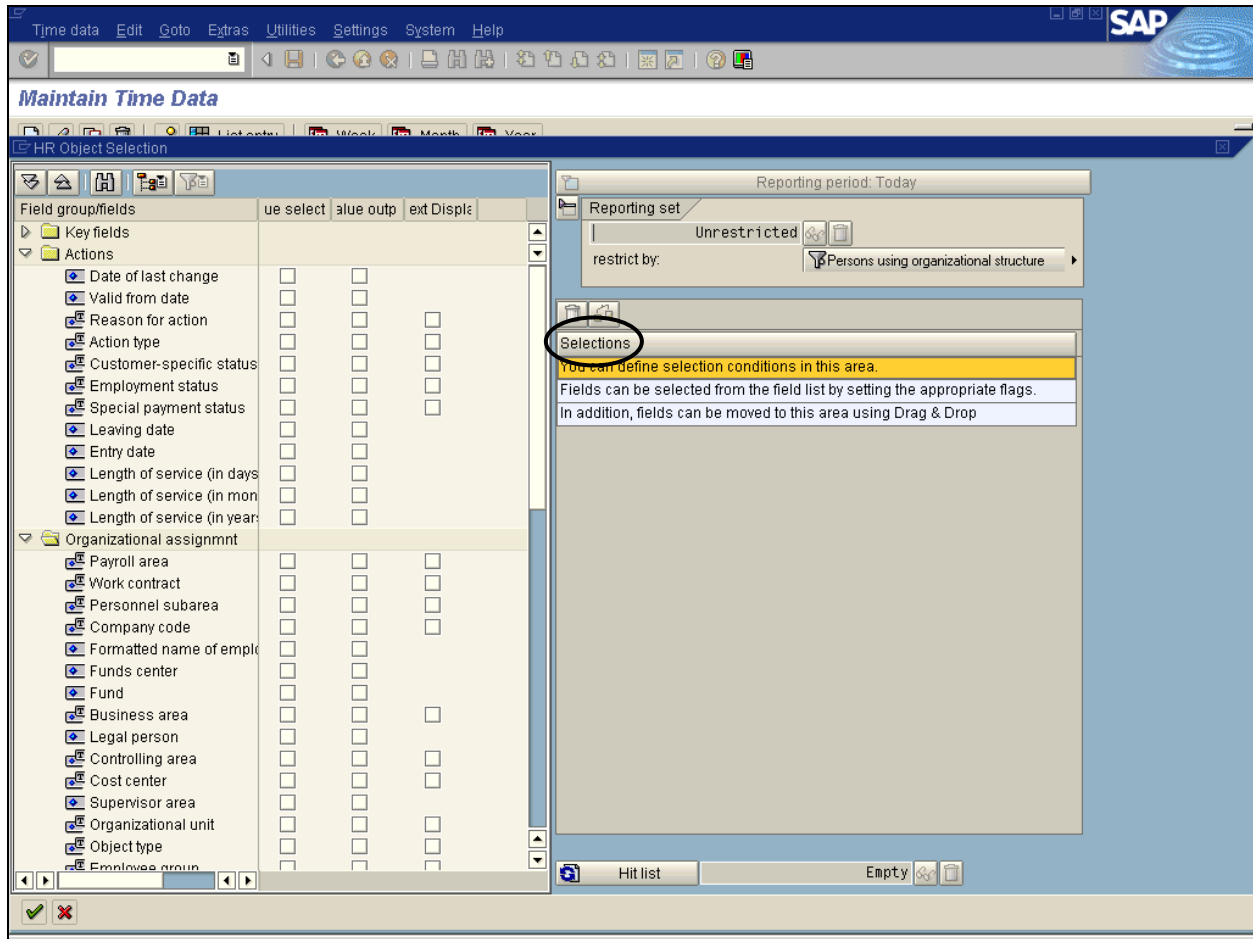
1. To begin, access your Object Manager by selecting **Settings – Show Object Manager**.



2. Click on **Free Search** in the left-hand box under **Find by**:



3. Decide the criteria for employees you would like to find. For example, you want to find all active employees in your personnel area under your timekeeper ID. Open the arrow  next to the folder in front of **Actions** and **Organizational Assignment**, to see a list of fields available for the search.

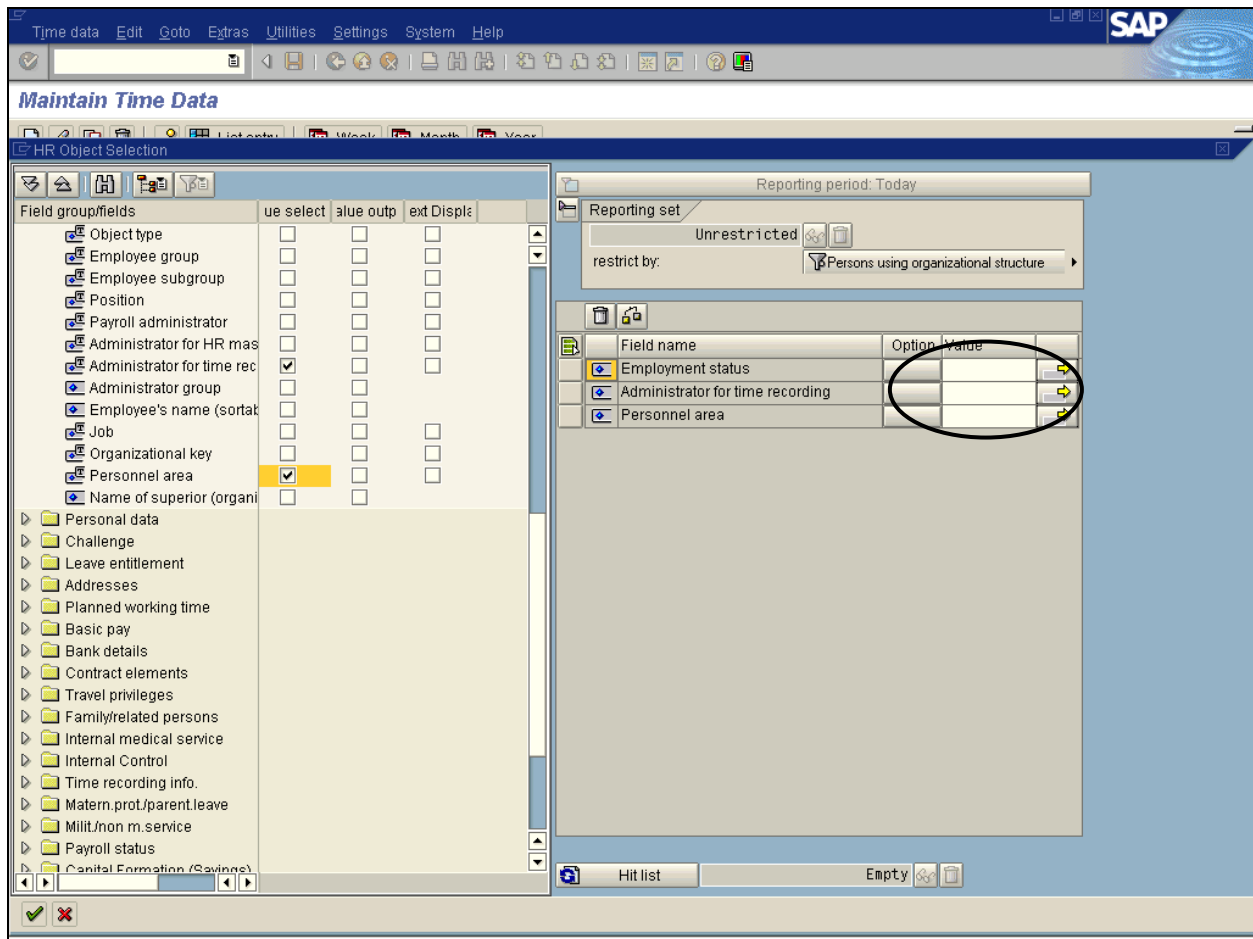


4. Select the fields that fit your criteria by clicking in the box next to the field. A check mark will be placed in the box and the field will be transferred to the **'Selections'** area of the dialog box.

Select the following:

From the **Actions** folder, select **Employment Status**.

From the **Organizational Assignment** folder select **Administrator for Time Recording** and **Personnel Area**.



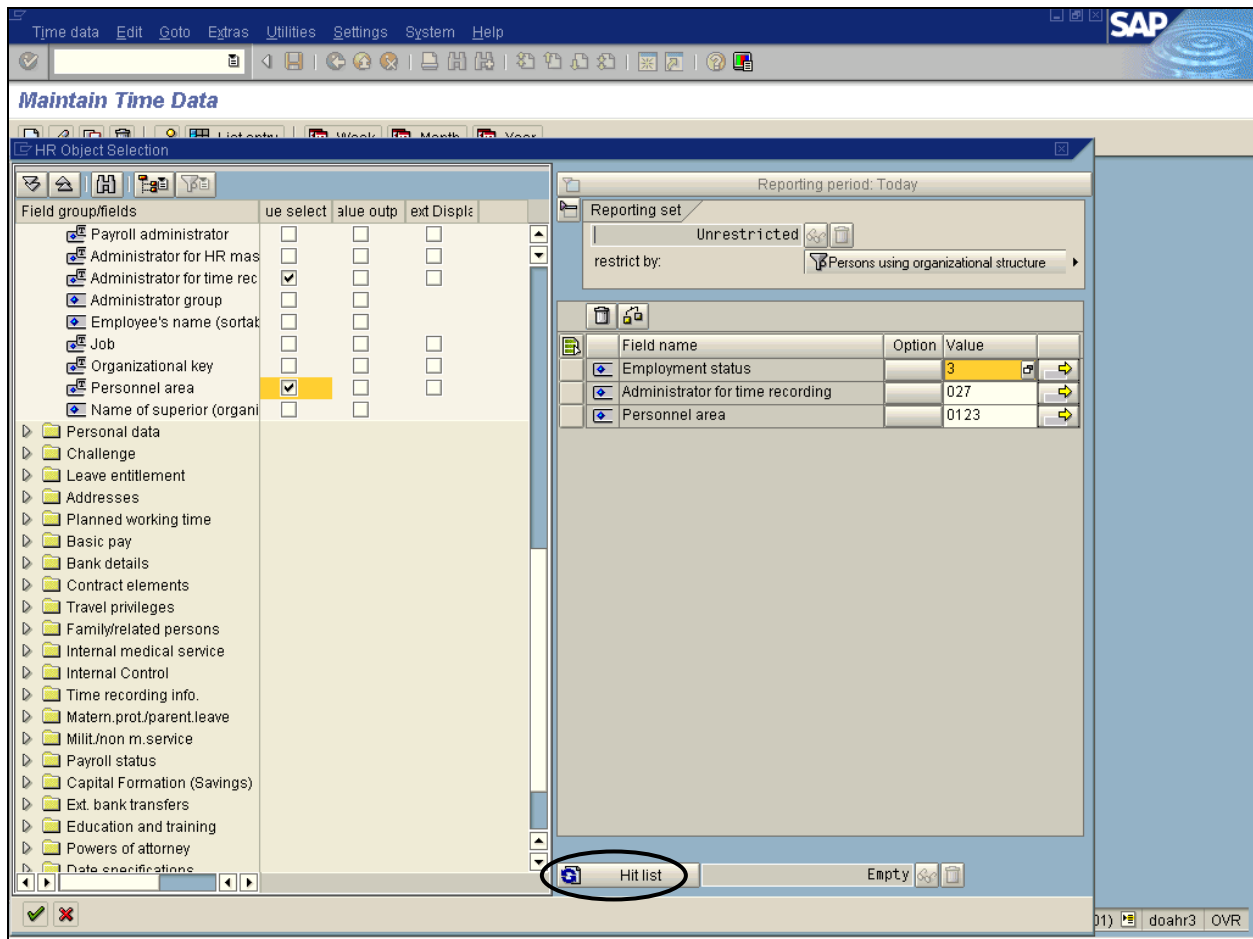
5. Enter the values into the selection fields that correspond to the values you are interested in finding. These fields work just like selection fields on reports, so if there is a range of values, simply click on the yellow arrow to extend your search to a range of values.

Enter the following:

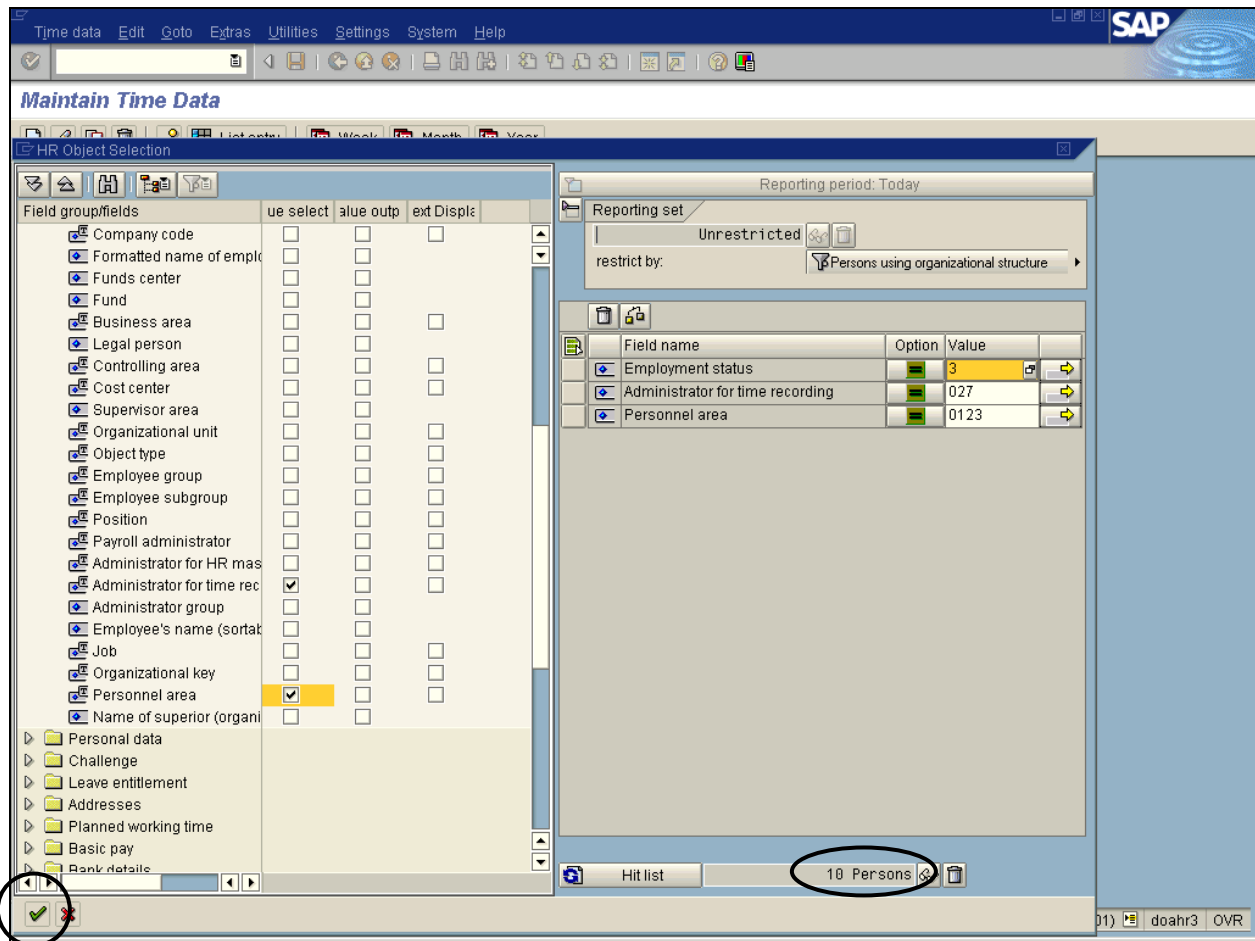
**Employment Status:** Enter 3 (because you want active employees)

**Administrator for time recording:** Enter your three digit time administrator i.d.

**Personnel area:** Enter 0+your agency number (Example: 0107)



6. Select the **'Hit List'** button to retrieve the number of employees who match your search criteria.



- If you are satisfied with the number of employees on your list, click the green check mark at the bottom left to list the employees.

Time dataEditGotoExtrasUtilitiesSettingsSystemHelp

SAP

Maintain Time Data

List entryWeekMonthYear

Find by

Person

Collective search help

Search term

Free search

Personnel numberName

00000067Laura Adams

00000096Ronald Chase

00000128Bobby Ryder

00000157Daniel Polk

00000187Guy Booth

00000217Joyce Baker

00000247Carla Kennedy

00000277Daniel Taft

00000307Annie Bush

00000337Jeff Barber

Personnel no.

Working timesAdditional account assignmentsTime quotasTime mana...

Abences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

Fr.

To

Today

All

From curr.date

To current date

Curr.period

Curr.week

Current month

Last week

Last month

Current year

Choose

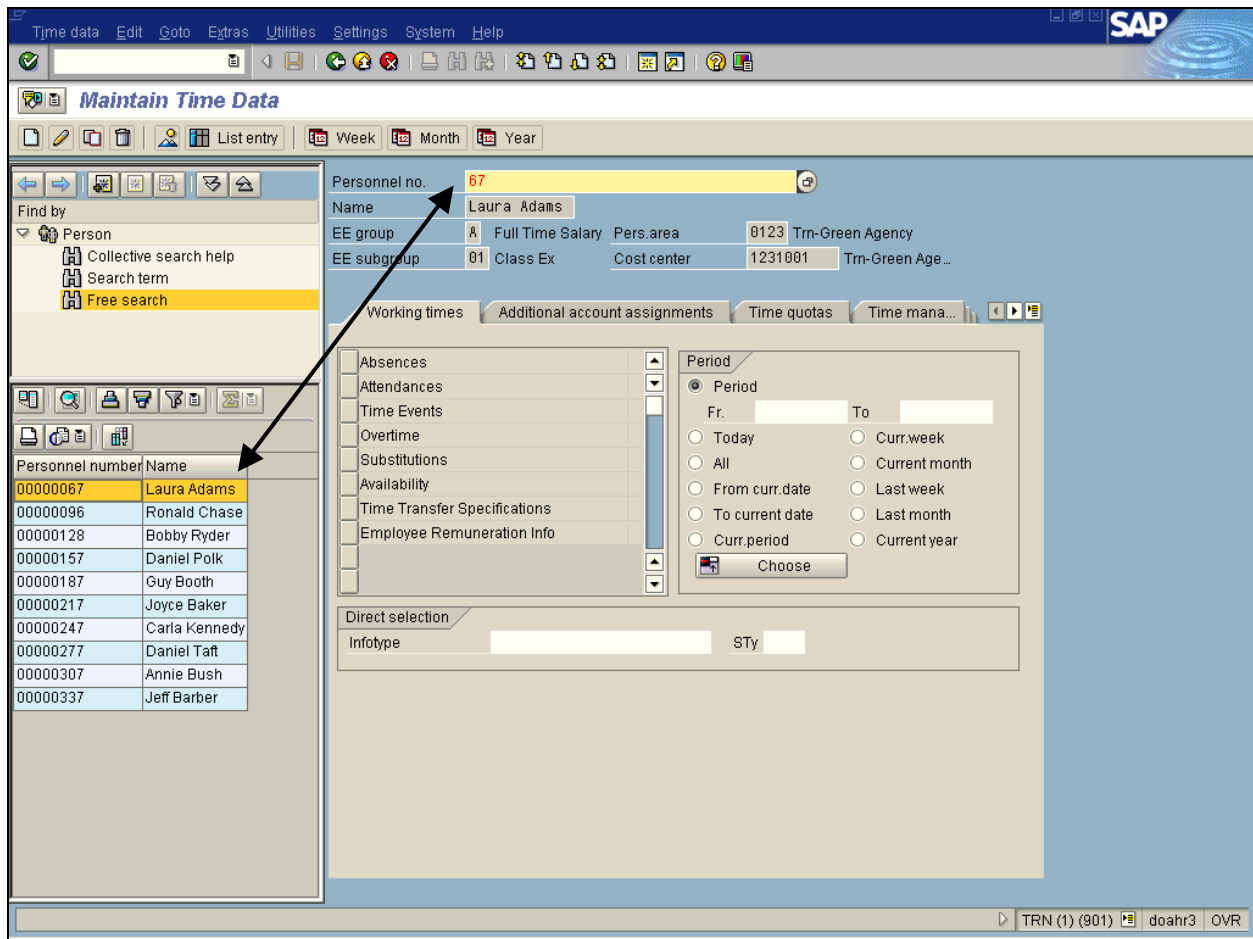
Direct selection

Infotype

STy

TRN (1) (901)doahr3OVR





You can double click on the employee's personnel number or name field in your search box and the information will appear on the Maintain Time Data screen.

You can Hide your Object Manager while you enter time (by selecting Settings : Hide Object Manager) and then retrieve your list for your next employee. (by selecting Settings: Show Object Manager).